

Newcastle Ballet Theatre - Enrolment form 2022

Student Name:Age.....D.O.B.....

Address:.....P.Code.....

Parent/Guardian Mobile:.....email.....

Parents/Guardians Name:.....

Advise name(s) of any other siblings enrolled at NBT.....

If you are a NEW student to NBT - Have you had previous dance training? Yes No

If yes please advise Grade/classes taken

Do you wish to have private tuition: Yes No Compete in Eisteddfods: Yes No

Do you have any illness or allergies we should be aware of? Yes No

If Yes please give details:.....

Do you give permission for a NBT Faculty member to give paracetamol if needed? Yes No

Please advise a contact person, other than the person listed above in case of emergencies?

Name:.....Relation to student:.....Phone no:.....

I.....as Parent/Guardian of.....

Agree to the terms and conditions set by Newcastle Ballet Theatre.

- It is understood that all students take classes at their own risk and no liability under any circumstance shall be taken by the principals for injury or loss of personal property.
- In the event of a medical emergency, and where a parent or guardian cannot be notified, I authorize Newcastle Ballet Theatre to seek medical advice for my child.
- Newcastle Ballet Theatre is not responsible for your child outside of nominated class times. Please be prompt to pick up your child after their class.
- Parents & Siblings are not permitted in the studio during classes, unless prior arrangements have been made with the teacher.
- Proper grooming and dress code is required for all classes.
- To ensure continued enrollment, you agree to pay your fees within the specified time.

By signing this enrolment form you confirm that you have read and understood our Terms & Conditions of payment of fees (Attached) and our general Terms & Conditions listed on our website. If you are unable to read them on the website please let us know and we will provide you with a paper copy.

Sign:.....Date:.....

Please return your enrolment for to: The Secretary, Newcastle Ballet Theatre, PO Box 60 Cardiff NSW 2285

Studio: 1/89 Mitchell Road Cardiff NSW 2285

Email: nb1@live.com.au

Mobile: Co-Principal: Rider D Vierling - 0401 214 042 Co-Principal Kristy Tancred - 0434 417 454

An Enrolment fee of \$45 per child or \$50 per family is payable on Registration.

OFFICE US ONLY: Administration fee of \$..... has been paid by Cash ** Direct ** Deposit ** Eftpos. Date: / /

ATTACHMENT TO ENROLMENT FORM - STUDENT NAME

DO YOU WISH TO UNDERTAKE BC SYLLABUS EXAMS

Yes / No

(Please note: Although recommended, examinations are not compulsory, however if you wish to participate in exams, except under exceptional circumstances, students must attend the number of classes per week, listed below:)

Pre-Primary	-	1 Syllabus class per week
Prep Level 1	-	2 Syllabus classes per week
Level 1	-	2 Syllabus classes per week
Primary	-	2 Syllabus classes per week
Level 2	-	2 Syllabus + 1 Open + 1 Stretch class per week
Level 3	-	2 Syllabus + 1 Open Ballet + 1 Stretch + 1 Pre-Pointe class per week.
Level 4	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 pointe class per week.
Level 5	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 Pointe class per week.
Senior Level	-	2 Syllabus + 1 or more Open Ballet + 1 Stretch or Pilates + 1 Pointe class per week.
Excellence Level	-	2 Syllabus + 2 Open Ballet + 1 stretch or Pilates + 1 Pointe class per week.

CONCERTS: (Please note: if you do not wish to pay for costume hire and extra rehearsal fees, please advise that your child will not participate in the annual concerts)

Do you wish to participate in the Mid-Year concert Yes / No Do you wish to participate in the End of Year Concert Yes / No

To Participate, students must be available for the concert dates.

Regular attendance to ALL rehearsals, in Term Two & Term Four, are also mandatory.

These dates will be advised as soon as they are finalised - early in the year.

PHOTO/VIDEO PERMISSION

Students may be photographed or filmed by the media, or our resident photographer, and these photos may be used for promotion of the school, productions in the local papers, Dance Magazines, Webpage and Face Book page. If you do not wish your child's photo to be used by Newcastle Ballet Theatre please advise below. All photos taken remain the property of Newcastle Ballet Theatre and photos taken of our groups and individual dancers may also be displayed at the studio. Student names WILL NOT be included in any promotions, without permission.

Please note: if you are watching class, recording from mobile phones is strictly prohibited. Photos are only permissible of your own child, or if you have permission from the other students parents or guardians in that class.

I hereby grant permission to Newcastle Ballet Theatre to photograph and videotape classes and performances in which my child is participating. I understand that the studio may use these images in promotional advertisements and brochures, and on the studio website and Facebook page. Names WILL NOT be used unless permission is sought first.

I DO NOT grant permission to Newcastle Ballet Theatre to use any photographs and/or videos, in which my child is participating for promotional purposes. *I understand my child would have a photograph taken separately when photographed in their class group. I also understand that my child may not be able to participate in the Mid-Year and annual concerts as these are always videoed.*

NEWCASTLE BALLET THEATRE Term & Conditions - Attachment to enrolment form 2022

As the payment of fees on time is integral to the successful running of this school, we ask that all parents/Guardians adhere to our strict Terms & Conditions. Failure to do so will incur penalty fees. Please read and sign below, confirming you agree and understand our Terms & conditions.

ENROLMENT/ADMINISTRATION FEES:

An Enrolment Administration fee of \$45 for one child and \$50 per family is payable yearly on enrolment.

In addition, there will be a yearly Licence/copyright fee of \$12.00 per family, and a yearly photographer fee of \$20 - invoiced in two separate \$10 payments in term 2 and 4.

REFUND POLICIES, CANCELLATION OF CLASSES & MAKE UP CLASSES:

Once enrolled, fees are payable for the **FULL TERM** and must be paid in full, in advance, according to your invoice, **irrespective of attendance. FEES WILL NOT BE REFUNDED** for any non-attendance of any part of the term.

NO REFUNDS, discounts or credits will be given for any missed classes due to illness or vacation.

A credit will be given for any class cancelled by Newcastle Ballet Theatre, if we are not able to reschedule a make-up class.

If it is necessary to cancel class due to adverse weather conditions, Newcastle Ballet Theatre will not refund class fees, but where possible, will offer make-up classes at a later date.

Any missed classes can be made up by joining in one level above or below that student's current level, at the discretion of the principals, but must be taken in the same term the class has been missed; missed classes cannot be carried forward to the next term. Make up classes in Term 4 are very limited due to concert preparation. **These classes must be arranged with the Principals prior to attending.**

Any student who wishes to discontinue a class after commencement of any term, must give 2 weeks notice in writing that they wish to withdraw from that class. **Non attendance of a class does not constitute withdrawal. Fees are still payable for the two weeks.**

If a student wishes to change from one class to another, an amended timetable with the new classes highlighted, must be handed into the office. Any changes to enrolments and contact details must be communicated to the office secretary (not teachers)

UN-ENROLMENT POLICIES

Once enrolled, enrolments are considered valid until the end of the school year and roll over automatically between terms 2, 3 & 4; You will be invoiced for each term, unless you advise you wish to un-enrol from the school. If a student is not returning for the next term, Newcastle Ballet Theatre must be notified in writing before the commencement of that term, that they will not be returning, or they will be invoiced and fees will be payable for the next term in full.

If a student wishes to un-enrol from the school after commencement of the term you must notify Newcastle Ballet Theatre prior to the fees due date. Failure to notify Newcastle Ballet Theatre of the ceased enrolment, by the due date, will result in full tuition being owed to Newcastle Ballet Theatre, for the full term.

PAYMENT OF FEES

An invoice will be issued in the first week of the term; payment is due in full by the **end of the second week**, or otherwise advised on the invoice. All students have their own mail box; please check your mailbox weekly for any invoices, newsletters etc. Invoices can also be emailed if you wish.

TERM FEES MUST BE PAID FOR IN ADVANCE: - Please note all Administration fees will be enforced in 2022.

Fees can be paid by cash, direct deposit or Eftpos (a 2% surcharge applies) - bank details will be listed on the invoice.

If paying by cash, payment is to be placed in an envelope (small envelopes are provided near the locked box) with students name, classes, and amount being paid written on it; this can be handed in at the office, or placed in the locked box.

If paying by direct deposit please put the Students name as the reference and the Invoice Number if possible.

If any payments are made, for anything other than fees, when NO invoice has been issued, please put students name for the reference and reason for payment (e.g. Smith-uniform).

If a student is attending two or more classes per week, you may take up the option to pay the fees weekly.

SEE OUR STRICT CONDITIONS BELOW FOR WEEKLY PAYMENTS.

If a new student commences part way through the term, the fee payable will be for the remainder of the term.

Students with outstanding fees after week 7, who are not on a weekly or approved payment plan, and who have not made any payments, or made other arrangements will automatically be charged an **overdue fee of \$10.00**, to cover administration costs.

Newcastle Ballet Theatre reserves the right to refuse participation for students, with outstanding fees after week 8, until fees have been paid.

TERMS & CONDITIONS FOR WEEKLY PAYMENTS:

By default, fees must be paid in full, by the due date on the invoice, unless you have opted to make weekly or regular payments.

Students must be attending 2 or more classes per week, unless you have made arrangements with the Secretary.

Payments **MUST BE MADE WEEKLY** and the weekly amount paid is to be equal to, or be greater than, the total cost of classes taken per week.

ALL Term fees paid weekly, are to be finalised by the end of the **second last week of the term** (i.e. the final two weeks payments are to be made in week 9)

Failure to adhere to these conditions will result in a request for the balance of fees, for the full term, TO BE IMMEDIATELY PAID IN FULL.

If you are having problems paying fees, please discuss this with the Secretary as fees in arrears may incur the cancellation of classes.

OUTSTANDING TERM FEES CANNOT BE CARRIED FORWARD INTO THE NEXT TERM:

An Overdue/Administration fee of \$40 per term will be charged on all outstanding accounts at the end of each term, unless satisfactory arrangements have been made.

If fees remain outstanding after two terms, accounts will automatically be placed into the hands of our debt collection agency for full recovery of the fees, including costs.

TIMETABLES:

At the end of each term, students will be emailed a Timetable for the following term. These are to be highlighted with classes the student will be enrolled in and either emailed or handed back into the office before the start of the following term, or date advised.

If you are unable to email the timetable, you can email the classes. Timetables are to be returned **even if a student is not changing classes.**

Because our timetable may vary slightly from term to term, it is imperative we have each student's correct classes highlighted at the beginning of each term in order to produce correct invoicing.

It is very time consuming to chase up students' next term timetables and classes.

FAILURE TO RETURN THE TIMETABLE OR CONFIRM CLASSES BY EMAIL, WILL ATTRACT AN ADMIN FEE OF \$5.00.

